

All-Hazards Communications Unit Program Document Updates

Presented to SIEC – August 14, 2012

Suesan Nordman
PSIC Project Manager



Public Safety Interoperable
Communications Office

Overview



- Background
 - Program and Document Development
 - Document Review and Revision Process
- Recommended Revisions (Request Approval)
 - Arizona Regional All-Hazards Communications Unit Recognition Procedure
 - NIMS Communications Unit Workgroup Policies and Procedures
 - Arizona All-Hazards Communications Unit Training Coordination Procedure
- Next Steps

Background



- SIEC's Communications Unit Working Group, with support from the PSIC Office, developed a COML Recognition Procedure that was originally approved by the SIEC and PSCC in the summer of 2010.
- On August 17, 2010, the SIEC formed the NIMS Communications Unit (NIMS-CU) Workgroup and approved its Policies and Procedures.
- The following year, the PSIC Office, in coordination with the Arizona Division of Emergency Management (ADEM) and the NIMS-CU Workgroup, developed the Arizona Communications Unit Training Coordination Procedure, which was approved by the SIEC on March 15, 2011.

Background, *cont.*



- The Training and Recognition Program documents were updated in late 2011. Among the updates, revisions were made to:
 - Incorporate federal Department of Homeland Security (DHS) “All-Hazards” terminology
 - Reflect updated federal COML program requirements that were released in the summer of 2011
 - Define the requirements for recognition as an Arizona Regional All-Hazards COML and require certification by an Arizona Agency.
- The recognition and workgroup procedures are posted on the PSIC website at: www.azpsic.gov/library/coml.
- The training procedure is posted on the PSIC website at: www.azpsic.gov/library/standards/default.

Review and Revision Process



- Each procedure is required to be reviewed annually and updated as needed.
- On June 26, 2012, the Workgroup held its annual meeting to review and revise the All-Hazards COML Training and Recognition Program procedures.
 - Following SIEC guidance, the NIMS-CU Workgroup revised the documents with a focus on expanding the scope of the Arizona Regional COML Recognition Procedure to allow for the incorporation of other All-Hazards Communications Unit positions.
 - Information about additional updates to the federal All-Hazards COML program (e.g., changes to training course length) and practices from other states were leveraged to move forward and improve our State's recognition program.

Review and Revision Process, *cont.*



- The draft procedures are being presented to the SIEC for consideration and possible approval today.
- If the revised Recognition Procedure is approved by the SIEC, it will be presented to PSCC at the September 18th meeting for approval.
- The revised NIMS-CU Workgroup Policies and Procedures and the Communications Unit Training Coordination Procedure only require approval of the SIEC.

General Revisions Recommended



- Update all documents to integrate the new SOP template.
 - The template provides consistent document sections for SOPs, including a Record of Changes page.
- Update document titles:
 - “Arizona Regional COML Recognition Procedure” became “Arizona Regional All-Hazards **Communications Unit** Recognition Procedure”
 - “Arizona Communications Unit Training Coordination Procedure” became “Arizona **All-Hazards** Communications Unit Training Coordination Procedure”
- Revise titles of related materials as appropriate, including the recognition application forms and the Resource List.
- Move specific sections within and between documents to better align with each documents purpose.



ARIZONA REGIONAL ALL-HAZARDS COMMUNICATIONS UNIT RECOGNITION PROCEDURE

- Describes the national process for certification and the requirements for requesting Arizona Regional recognition for Communications Unit positions that have an associated DHS approved curriculum and All-Hazards Position Taskbook
 - Currently COML and COMT; eventually Incident Communications Center Manager (INCM) and Radio Operator (RADO)

Recommended Revisions



- **1.1 – Background (*new*):** Describes NIMS, the Incident Command System (ICS), and provides an overview of the Communications Unit
- **1.3 – Scope:** Includes notation that “Individuals interested in serving only at the local Agency level are not obligated to adhere to the following procedures, unless required by their Agency”
- **1.4 – Definitions:** Removed definition of COML; Moved definition of Certifying Official into this section
- **2 – National Certification Process Overview (*new*):** Details the minimum national requirements for certification
- **2.2 – Position Taskbook:** Explains role of the Taskbook in the certification process

Recommended Revisions, *cont.*



- **2.3 – Agency Certification:** Further solidifies necessity of the individual to be certified by his/her agency
 - Individuals seeking certification in an All-Hazards Communications Unit position should follow the certification process established by their Agency
- **3 – Arizona Regional Recognition (*new*):** Reintegrates the application and Taskbook requirements that are specific to Arizona's Recognition Program and defines the review process
 - Must complete the nationally recommended certification process first
 - Must be certified by an Arizona Agency
 - Must submit a complete and separate Taskbook for each position for which an individual desires consideration for recognition

Recommended Revisions, *cont.*



- **3.5 – Recognition Renewal:** Describes process in further detail
 - Prior to the end of each recognition period, individuals must provide:
 - » Certification by an Arizona Agency affirming that they continue to meet all requirements for qualification
 - » Documentation of experience in formalized and recognized communications training, exercises (full-scale or functional), incidents and/or events within the three (3) year recognition period
 - Individuals who fail to provide the required renewal request documentation prior to the expiration of the three (3) year term will be removed from the Resource List
 - Individuals who submit renewal request documentation prior to the expiration of the three (3) year term will remain on the Resource List until their renewal application is acted upon by the Workgroup
 - Renewal applications will be evaluated by the Workgroup during an Application Review Meeting

Recommended Revisions, *cont.*



- **Appendices A & B:** Contain the updated recognition forms, which are applicable to all Communications Unit positions
 - AZ Regional All-Hazards Communications Unit Recognition Submission Checklist (Appendix A)
 - AZ Regional All-Hazards Communications Unit Recognition Agency Certification Form (Appendix B)
- **Resource List:** The Arizona Regional All-Hazards COML Resource List was restructured by county and modified to include multiple positions. It is now the Arizona Regional All-Hazards Communications Unit Resource List



NIMS-CU WORKGROUP POLICIES & PROCEDURES

- Describes the structure of the NIMS-CU Workgroup, as well as the procedures that will be followed by the Workgroup and the PSIC Office

Recommended Revisions



- **1.3 – Scope (*new*):** Notes applicability to the NIMS-CU Workgroup, as appointed and directed by the SIEC, and the PSIC Office
- **3.1 – Receipt of Application Materials (*new*):** References the Recognition Procedure as the source of instructions for submitting materials and includes information about the PSIC Office reviewing submitted materials
- **3.2 – Evaluation (*new*):** Contains information about the Workgroup's evaluation of application materials (formerly in the Review section)
- **3.3 – Review Meeting (*new*):** Contains information about the Workgroup's Review Meeting (formerly in the Review section)
 - Applies to initial and renewal applications
 - Clarifies that although the PSIC Office may speak on a member's behalf, this will not be considered active participation
- **3.5 – Reporting (*new*):** Information moved to a distinct section



ARIZONA ALL-HAZARDS COMMUNICATIONS UNIT TRAINING COORDINATION PROCEDURE

- Describes the procedure for coordinating All-Hazards Communications Unit training in Arizona
- Revised in coordination with ADEM for consistency with federal program updates and revisions to the AZ Regional All-Hazards Communications Unit Recognition Procedure

Recommended Revisions



- **1.1 – Background:** Describes development of courses by DHS Office of Emergency Communications (OEC)
 - Notes the expansion of the AZ Regional Recognition Program
 - Extraneous background information removed
- **1.3 – Scope (*new*):** This procedure applies to counties or agencies in Arizona that:
 - Are interested in providing an All-Hazards Communications Unit training course using their own funds, which may be obtained through a grant program; *and/or*
 - Wish to use funds administered by the Arizona Division of Emergency Management (ADEM) to sponsor a Federal Emergency Management Agency (FEMA) approved All-Hazards Communications Unit training course

Recommended Revisions, *cont.*



- **2 – All-Hazards Course Descriptions:** Describes COML, COMT, and Train-the-Trainer courses and explains course documentation (previously in a separate section)
- **3 – Course Funding:** Contains information that was previously in a subsection of the Training Coordination section
 - References SHSGP funding (removed IECGP)
- **4.2 – Utilizing Arizona Instructors (*new*):** Information moved to a distinct section to emphasize the required use of AZ Instructors whenever possible (to reduce costs and leverage local expertise)
- **4.3 – Utilizing Arizona Instructors-in-Training:** Contains information about the use of AZ Instructors-in-Training (previously the Developing a Group of Arizona Instructors section)
 - Indicates this is a continuing effort
 - Notes the PSIC Office will contact the lead Instructor

Recommended Revisions, *cont.*



- **5 – Training Requests and Coordination:** Contains combined information from the Training Requests and Coordination sections
 - Provides the link to ADEM’s Training Event Request form:
www.dem.azdema.gov/preparedness/training/eventrequest.html
- **5.2 – Training Coordination Using Funds Administered by a Local Agency (*new*):** Defines the process when funds are administered by a local agency (similar to the steps in the following section)
 - Intended to reiterate the coordination that is required, even when an agency is not using ADEM funds
- **5.3 – Training Coordination Using Funds Administered by ADEM:** Still defines the process when funds are administered by ADEM
 - Notes that the requesting agency shall submit a Training Event Request form (formerly “required documentation”)

Recommended Revisions, *cont.*



- **6 – Course Notification:** Information previously in the Course Notification List section was moved to this final section
 - Includes updated language about the PSIC Office online notification signup form
 - Provides the link to ADEM's Event Registration and Management Application (ERMA) for FEMA approved courses offered through ADEM: www.erma.az.gov

Next Steps



- If the Arizona Regional All-Hazards Communications Unit Recognition Procedure is approved by the SIEC, it will be presented to PSCC at the September 18th meeting for approval.
- The revised NIMS-CU Workgroup Policies and Procedures and the Communications Unit Training Coordination Procedure only require approval of the SIEC.
- Resources on the COML webpage will be added and updated:
 - The Arizona All-Hazards COMT Taskbook will be added
 - Taskbook FAQs will be updated to integrate the COMT Taskbook



Further Discussion; Questions? Possible Approvals

Thank You!

Suesan Nordman – Suesan.Nordman@azdoa.gov